REV	Description of Revision	Author	Effective Date
0	Initial Release as Memorandum	Tom Edwards	12/98
1	Reformat as Work Instruction	Tom Edwards	2/5/99
2	Change "will" to "shall" on second page	Tom Edwards	3/25/99
3	Now requires that all papers with AF authors/co-authors submit NF1676, ARC 1676A and ARC310. Also now requires all presentations with AF personnel participation should undergo reviews.	Tom Davis	2/14/2007
4	AMS Update – document number	S. Wold	5/15/2007

Approved by: _____Date:_____

The purpose of this work instruction establishes a policy for the review of technical papers and formal presentations within the division. This policy applies to all NASA publications, conference papers, journal articles, and formal presentations.

The intent of the review process is to: 1) assure that division papers and presentations are of high quality; 2) promote critical technical discussion between members of the division; and 3) provide branch and division management with improved visibility of the work ongoing within the division. For the purposes of this work instruction, the "Division Author" is defined as the highest level author (first author, co-author) who is a member of this division (civil servant or on-site contractor). It is the responsibility of the Division Author to ensure that these guidelines are followed.

Papers

The following forms are filled out by the Division Author and submitted to the Division Technical Assistant for entrance in to the Aviation Systems Division Paper and Presentation Database. This tracking assures that all papers have the appropriate approval signatures and have fulfilled the necessary reviews before being released in a public forum**.**

<u>NASA Form 1676</u>

The Division Author is responsible for assuring that the NASA Form 1676 "NASA Scientific and Technical Document Availability (DAA)" is properly filled out and routed to the Division Technical Assistant. The Division Technical Assistant is responsible for tracking and routing the paper/presentation for approval by the division, the certified export control representative (or Center Export Control Administrator), Technology Partnerships Office, the center's patent council office, and the designated program/project office official. The Division Author shall submit the necessary 1676 form with a copy of the abstract for approval a minimum of 3 days prior to submitting the proposed paper for consideration to the conference.
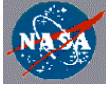
<u>ARC 1676 A</u>

The Division Author is responsible for assuring that the ARC form 1676A "Export Control Public Domain Declaration (PDD)" is completed and submitted to the Division Technical Assistant with the NF 1676. The Division Technical Assistant will route the ARC 1676A form to the certified export control representative or Center Export Control Administrator for determination and approval of public domain release of information.

<u>ARC 310</u>

The Division Author is also responsible for assuring the completion of the "Review and Authorization Record" (ARC 310). All technical papers for which the Division Author is the first author require approval by two reviewers selected by the author with the concurrence of the branch chief. At least one of the peer-level reviewers should be from outside the Division Author's immediate organizational unit. Reviewers should be objective and qualified to review the technical quality of the information presented. In general, subordinates should not review their supervisors' papers. The marked-up text from the reviews should be included, along with the amended text, for subsequent reviews so that reviewers are aware of the comments and responses that have been addressed up to that point in the process. The reviewer signs the ARC 310 when all issues with the paper have been resolved to the reviewer's satisfaction. Unresolved issues should be brought to the attention of the author's supervisor.

Technical papers also require approval by the responsible branch chief, and approval by the division chief or his/her designee. Each reviewer should be allowed a minimum of 3 working days to complete the review. The Division Author should allow adequate time upon completion of the reviews to incorporate the comments as appropriate.

Secondary-author papers

If the principal author is not a NASA civil servant or on-site contractor, the Division Author is responsible for preparing the NASA Form 1676, ARC 1676A and ARC 310 as described above.

The Division shall maintain a file on all ARC 310, ARC 1676A, and NASA Form 1676.

Please refer to AF.0002 for quality record control guidelines.

Presentations

All conference presentations, in which a NASA civil servant or on-site contractor is participating, should undergo a branch rehearsal followed by a division rehearsal. The presentation should have an ARC 310 form associated with it, separate from the paper if there is one. For presentation rehearsals, the peer reviews are not applicable and should be indicated so on the form. Branch and division management sign at such time that the presentation demonstrates sufficient quality for external presentation.

The branch review should occur sufficiently far in advance of the division review so that the presentation for the Division review properly reflects the comments generated at the branch review. Similarly, the division review should occur sufficiently far in advance of the actual presentation that comments agreed to in the division review could be incorporated. As a minimum, the division review should be completed at least 3 working days prior to the date of travel. Non-conference presentations, when deemed appropriate by the Division Author's immediate supervisor, should also use this process.